iSupplier Portal Manual

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5. Advance Shipment Notification (ASN)
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How to Login to iSupplier Portal

- Go to [http://www.gf.com](http://www.gf.com)
- Click on Portals on the bottom of the page.
How to Login to iSupplier Portal

• Click on iSupplier
How to Login to iSupplier Portal

• Key in your username and password.

• Click Login.
How to Reset Password

- Click on **Forgot Password?** if you have forgotten your password.
How to Reset Password

• Key in your login ID and email address.

• Click **Reset**.

• A link to reset the password will be sent to the email registered to this login ID.
How to Reset Password

• You will see the below message once your reset is successful.

SUCCESS: Password reset information was sent to your registered Email address. 
Please check your Email and proceed to reset your password as per the instructions provided.
How to Reset Password

• You will receive an email from Global-Foundryview_support@globalfoundries.com.

• Click on the link provided in the email.

• Please take note the link will be disabled if no action taken after 4 hours of receiving the email.
How to Reset Password

• Key in your Login ID.

• Enter your own preferred password.

• Click on **Change Password**.
How to Reset Password

• You will receive the below message once the new password has been successfully updated.

• Follow the instructions ‘How to Login To iSupplier Portal’ *(slides 4 to 6)* to login to iSupplier Portal.

• Login with the newly created password.

SUCCESS: Your New Password was successfully updated.
Please close all your existing browsers and try to login to https://www.Global-Foundryview.com using new browser.
Work Confirmation

⚠️ For Singapore’s Service PO before 13\textsuperscript{th} July 2021 ONLY
Complex Service Purchase Order

Purpose:

Allow requestor to acknowledge a service has been completed by supplier in the form of a Work Confirmation in iSupplier Portal with the Service Report (for a service) and/or Delivery Document (for supply of tangible item with installation services).

Work Confirmation submission without the Service Report/DO will be rejected by requestors.

You are **not allowed** to submit your invoice in iSupplier Portal when the Work Confirmation is not approved, showing ‘Pending Approval’ Status.
How To Identify Complex Service PO

• You will see this statement in PO PDF:

‘Please take note that this PO requires Work Confirmation submission via iSupplier Portal prior to invoice submission’
How To Identify Complex Service PO

- In iSupplier Portal, refer to the **PO Style** when you click on your Purchase Orders tab.

- Work Confirmation submission is required when the PO Style is showing **Complex**, except for Framework PO.
How To Submit Work Confirmation

- Login to iSupplier.
- Click on GFX iSupplier Portal.
- Go to Orders.
- Select Purchase Orders.
How To Submit Work Confirmation

- Find the desired PO using the **Advanced Search** tab.
How To Submit Work Confirmation

• Input desired PO Number in the highlighted field.

• Click Go.
How To Submit Work Confirmation

• Click on the PO Number.

• Select **Create Work Confirmation** in the Action menu.
How To Submit Work Confirmation

• Tick the Select box and click Next.
How To Submit Work Confirmation

• *Work Confirmation*: Input the reference number for delivery document/Service Completion Report/Invoice. **DO NOT** use purchase order number in this column.

• Check the value in the *Ordered* column before providing the value of the quantity/amount in the *Requested/ Delivered* column.

• Attach delivery document/Service Completion Report/Invoice in the *Attachments* column.

• Click *Submit*. 
How To Submit Work Confirmation

• Once the attachment is successful, you would receive the below message.

• Click Submit.

• Your Work Confirmation is now Processed.
How To Submit Work Confirmation

- The Processed Work Confirmation will change to Pending Approval status.

- To view pending whose approval, click on Approved History.
Work Confirmation Notification

- A notification will be sent to supplier once the Work Confirmation is approved or rejected by Requestor.

- Once Work Confirmation is **approved**, proceed to submit invoice.

- If Work Confirmation is **rejected**, amend and re-submit asap.
How To Cancel Work Confirmation

• Click on GFX iSupplier Portal.

• Go to Orders.

• Select Work Confirmations.
# How To Cancel Work Confirmation

- Key in the Work Confirmation which you would like to cancel.
- Click on the Work Confirmation number.

<table>
<thead>
<tr>
<th>Work Confirmation</th>
<th>Request Date</th>
<th>Period From</th>
<th>Period To</th>
<th>PO Number</th>
<th>Currency</th>
<th>Ordered</th>
<th>Previous</th>
<th>Current</th>
<th>Total</th>
<th>Progress (%)</th>
<th>Status</th>
<th>Approval History</th>
</tr>
</thead>
<tbody>
<tr>
<td>1234</td>
<td>20 Feb 2017</td>
<td>16:25:23</td>
<td>16:25:23</td>
<td>371005028611 SGD</td>
<td>1,273.00</td>
<td>0.00</td>
<td>0.00</td>
<td>1,273.00</td>
<td>0.00</td>
<td>100</td>
<td>Pending Approval</td>
<td></td>
</tr>
</tbody>
</table>
How To Cancel Work Confirmation

• Click **Cancel**.

• A Warning message will appear. Select **Yes**.
How To Cancel Work Confirmation

- Your Work Confirmation is now **Pending Cancellation**.

- Once successfully cancelled, the status will change to **Cancelled**. 

⚠️ Please take note once a WC is cancelled, you cannot re-use the same WC number.
Service Completion Report

For Services PO after 13th July 2021 (Replacing Work Confirmation)
Objective of SCR Process

• To have an efficient and simplified OneGF process for purchase orders relating to Services.

• For Singapore, SCR will replace work confirmation PO. **Suppliers in Singapore will only need to submit an invoice (instead of work confirmation and invoice under the previous process).**

• For USA and EMEA, SCR will replace the invoice AME approval workflow.
Announcement on SCR Process

Additional information for GLOBALFOUNDRIES Singapore Pte Ltd (“GFS”) and Silicon Manufacturing Partners Pte Ltd (“SMP”) suppliers

The work confirmation process for service purchase orders will be replaced by a new Service Completion Report (“SCR”) process for new purchase orders starting from July 13th, 2021. With this change, you will not be required to submit work confirmations followed by invoices when billing GFS or SMP for any new service purchase orders issued on or after this date. The process will be simplified to only require an invoice to be submitted via the iSupplier portal.

For any enquiries on this change, please contact Accounts Payables at apac.accountspayable@globalfoundries.com

If you have any questions, please do not hesitate to reach out to your GLOBALFOUNDRIES commodity manager, or our Jaggaeer help line for technical questions: jaggerplatformgt-dist.fc8@globalfoundries.com

Thank you,

Glenn Colton
VP Global Supply Management
GLOBALFOUNDRIES

July 9, 2020
SCR PO versus Work Confirmation PO

Before 13-Jul

Framework PO

After 13-Jul

Framework PO

Please take note that this PO requires Work Confirmation submission via iSupplier Portal prior to invoice submission.

Work Confirmation statement removed from PO!
Consignment Process
Consignment Process Flow

1. Materials & Parts Planning
2. Replenishment needed
3. Receive goods
4. Consume goods
5. Payables Auto-Invoice program
6. Replenishment Advice
7. Deliver goods
8. Consumption Advice
9. Payables Invoice

Ownership of goods belong to Supplier
What is Replenishment Advice (RA)

- Replenishment Advice (RA) is a document for delivery purpose.
- No unit price is reflected in the RA.
What is Consumption Advice (CA)

- When the inventory is consumed, a Consumption Advice (CA) is generated based upon the quantity and value of the inventory consumed in GFS warehouse.

- The Consumption Advice serves as the document to initiate financial settlement for the consumed inventory. Finance will pay supplier based on the CA.

![Consumption Advice Document](image-url)
Advance Shipment Notice (ASN)
How To Create ASN

• Click on GFX iSupplier Portal.

• Go to Shipments.

• Select Shipment Notices.
How To Create ASN

- Select Create Advance Shipment Notices.
How To Create ASN

• Select **Shipment Due Anytime**.

• Click **Go**.
How To Create ASN

- Purchase Orders available for ASN creation will be listed.
How To Create ASN

- Select the PO intended for delivery.
- Click **Add to Shipment Notice**.
How To Create ASN

• Enter the quantity to be delivered in the **Quantity Shipped** column.
How To Create ASN

• Click on **Shipment Header** tab.

• Enter information in the **Shipment Number** (supplier DO#).

• Key in the **Shipment Date** and the **Expected Receipt Date**.

• Click **Submit**.
How To Create ASN

• You will receive the below message once the ASN is successfully submitted.

![ASN Confirmation Message]

[GlobalFoundries Shipment Confirmation]

Your Advance Shipment Notice TOSOH/TEST/17/01 has been submitted.

Return to Advance Shipment Notices
How To View ASN

• ASN that is pending for submission, the Processing Status Code is ‘Pending’.

• Once the ASN is uploaded successfully, the Processing Status Code will be blank.
# Summary Of ASN Details

![Summary of ASN Details Image](image_url)

## Shipment Information
- **Shipment Number**: TOSOH/TEST/17/01
- **Supplier**: [Supplier Name]
- **Supplier Site**: [Supplier Site Name]

## Freight Information
- **Freight Terms**: [Details]
- **Bill of Lading**: [Details]
- **Packing Code**: [Details]
- **Special Handling Code**: [Details]
- **Freight Carrier**: [Details]
- **Waybill/Art/Bill Number**: [Details]
- **Tar Weight UOM**: [Details]
- **Net Weight UOM**: [Details]
- **Comments**: [Details]

## Shipments in Advance Shipment Notice

<table>
<thead>
<tr>
<th>Details</th>
<th>PO Number</th>
<th>Line/Shipmen</th>
<th>PO Port Number</th>
<th>Supplier Item</th>
<th>Item Description</th>
<th>Due Date</th>
<th>Quantity Ordered</th>
<th>Quantity Received</th>
<th>UOM</th>
<th>Quantity Shipped</th>
<th>LPN/Lot/Serial</th>
<th>View Attachments</th>
<th>Cancellation Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Item 1</td>
<td>376100000002</td>
<td>0</td>
<td>1</td>
<td></td>
<td></td>
<td>3/28/2017 08:00:00</td>
<td>10</td>
<td>0 Piece</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Return to View / Cancel Advance Shipment Notice*
Cancelled ASN

- Supplier can cancel existing ASN before receipt.
- Supplier can re-use the shipment number / DO after cancellation.
Invoice Submission Guide
Invoice Submission Guide

To view the Invoice Submission Guide, click on ‘GF Create Invoices’
You will find Invoice Submission Guide in the Help session on the top right corner.
Help Contacts
Contact for iSupplier Portal

For new iSupplier Portal login credentials, please email the respective site contact:

EMEA : emea.procops@globalfoundries.com
APAC : apac.procops@globalfoundries.com
USA : usa.procops@globalfoundries.com

For User Login and Password Reset Issue, please email IT Identity Management Team : dl.it.idm_team@globalfoundries.com
Contact for Payment / Invoices

For payment or invoice related matters, please email respective sites’ Accounts Payable:

USA : usa.accountspayable@globalfoundries.com
Singapore : apac.accountspayable@globalfoundries.com
Germany : payment-emea.drs@globalfoundries.com
India : apinv.india@globalfoundries.com
China : apinv.china@globalfoundries.com
Contact for Receiving / Shipment (ASN)

For **System** and **Receiving/ASN** related issue, please email the respective teams:

System Issue : imit.help@globalfoundries.com

Receiving/ASN Related : dl.scm.logistics_warehouse@globalfoundries.com